

**ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION**

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## ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

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### PURPOSE

The purpose of the Environmental, Health & Safety (EH&S) Training Program Description (TPD) is to establish the training requirements for initial and continuing training for PCCD personnel and provide a systematic process for implementation.

### SCOPE

**Required Training** is designed to train the general college population, i.e. Executive Administration, Senior Administration, Administration Association, Faculty, CAST, Classified, Temporary, Student, and Volunteer employees with the regulatory required training necessary for individuals working at the Palomar Community College District locations.

**Specialized Worker Safety Training** is comprised of various courses and topics to ensure compliance with District and regulatory commitments, and to ensure the appropriate level of training to safely perform job functions.

### RESPONSIBILITIES

**The Supervisor, EH&S**, is responsible for implementing the Safety Training Program.

Environmental, Health & Safety (**EH&S**) is responsible for:

- Providing technical review for all safety classrooms, web based (WBT), and vendor safety lessons developed and implemented as part of this training program.
- Providing technical review for all environmental classrooms, web based training (WBT), and vendor safety lessons developed and implemented as part of this training program.
- Tracking and reviewing regulatory requirement changes for impacted training program.

**Palomar College Administrators and CAST** members, or administrative and supervisory designees appointed by administrators and CAST members, are responsible for determining the training needs of employees under their supervision based upon the requirements listed in Attachment 2, PCCD EH&S Training Requirements, and when new job assignments warrant additional training.

- Determination of training needs is documented using Form (Safety Training Needs Analysis) (Attachment 1)

**Human Resource Services** will assist with the delivery of various EH&S's online training. Human Resource Services are the administrators for Palomar College as it pertains to the "Keenan SafeColleges" website.

**Palomar administrative and supervisory personnel** are responsible for scheduling new personnel within their division/work group for training and re-qualification training required by this procedure.

**Palomar Community College Safety & Security Committee Team** is responsible for reviewing and approving training recommendations and determining the training frequency for Palomar College personnel.

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**PCCD Personnel** are responsible for completing assigned training and maintaining awareness of their re-qualification requirements.

**Administrators and Supervisors** are responsible for ensuring that employees under their supervision complete assigned safety training.

### **PRECAUTIONS / LIMITATIONS**

#### Precautions

- Employees SHALL not perform job functions for which they have not completed safety training requirements.

#### Limitations

None

### **PREREQUISITES / INITIAL CONDITIONS**

#### Prerequisites

**VERIFY** this document is current by checking Palomar College website, Environmental Health & Safety section (Procedures) tab.

#### Initial Conditions

None

### **PROCEDURE**

#### **Eligibility Requirements**

Individual(s) must be able to comprehend PCCD policies, procedures, signs, and announcements.

All EH&S exams, including questions built into courses will be administered through “Keenan SafeColleges” website. Keenan SafeColleges provides Palomar College employees with a comprehensive, web-based training solution that provides legally-compliant courses developed by content experts on a variety of topics in a multimedia (audio/video) format. The Environmental and Health modules contain over 30 trainings on developing and maintaining a safe and healthy working and learning environment. In addition to the trainings developed by Keenan, Palomar College can develop and upload its own trainings to the SafeColleges website. Trainings can be assigned to individual employees or specific, appropriate groups of staff and employees. Participation can be designated as either mandatory or optional. The SafeColleges website provides a customizable reporting system to track employees’ completion of trainings.

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### Environmental Health & Safety (EH&S) Training Program Implementation

#### NOTES

1. **New Employee** Orientation for new PCCD personnel who work at PCCD is provided in accordance with General Employee Training.
2. **Specialized Worker** Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Safety Training is identified by the responsible supervisor or designee for individuals who need training to perform certain functions.
3. Required EH&S training must be completed before an employee is assigned a task requiring that specific training.
4. Employees are required to sign a waiver at time of hire indicating that they acknowledge that the District has notified them of EH&S trainings that are relevant to their assigned responsibilities to ensure their safety and reduce liability to the District in the performance of their duties.

The EH&S Training Program provides employees with the knowledge necessary to perform assigned job functions in accordance with applicable occupational safety and health standards and requirements (Reference Attachment 2).

The EH&S Training Program is applicable to PCCD personnel working at District locations. Specific training requirements are determined by the applicable Administrator or Supervisor, or administrative or supervisory designee, using the PCCD EH&S Training Requirements table, Attachment 2.

#### Training Requirements

#### NOTE

Specialized Worker Safety Training is required to perform specific functions associated with individual job responsibilities. Specialized Worker Training is required by the cognizant supervisor for individuals who need training to perform certain functions.

An assessment of training needs SHALL be completed when a new employee is hired or reports to PCCD for work (on a permanent or temporary basis), or change in job duties/assignments warrant.

The assessment is documented on Form (Safety Training Needs Analysis)(Attachment 1) which lists all available Safety training topics.

WHEN an employee is in an occupation covered by an accredited Training Program Description (TPD) which contains requirements for safety training, THEN the accredited TPD requirements should be met in addition to the requirements of this procedure.

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### **Training Requirements for Individuals Based On Job Duties**

#### **Mandatory Training**

Employee training based on position or job duties and mandated by regulatory agencies or PCCD requirements, as identified in Attachment 2, SHALL be completed.

The Administrator or Supervisor, or administrative or supervisory designee, determines the training requirements for each job assignment.

Retraining requirements for Mandatory training are listed in Attachment 2. Required retraining either on a periodic basis or when triggered by a change in the applicable program, individual job duties, or a change in the expected risk, SHALL be performed in a timely manner.

#### **Contractor Training Requirements**

Contractor personnel SHALL be trained by their employer, or in accordance with the applicable contract between their employer and Southern California Edison, in areas of Occupational Safety and Health.

Contractor training programs/courses should be provided to the EH&S designee, for review.

All identified safety training should be completed before contractor personnel are allowed to begin work.

#### **Initial Training**

Classroom/Computer Based Training/Laboratory training and evaluations include:

- Written and/or computer-based examinations
- Practical exercises

Individuals who do not complete retraining prior to training expiration SHALL have their qualification on the Keenan SafeColleges portal depicted as past due in Keenan's electronic training database.

Individuals who complete their EH&S required training after it expires may have their qualifications restored.

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### **Exemptions**

PCCD may accept training of individuals who have been subject to another training program that meets the requirements of this procedure and who have either had initial or refresher training, or have successfully passed a comprehensive examination.

### **ACCEPTANCE / FUNCTIONAL CRITERIA**

None

### **RETENTION / RECORDS**

The records of individuals participating in the EH&S Training Program SHALL be maintained in the Keenan SafeColleges electronic training database, unless otherwise specified in an approved procedure.

### **REFERENCES**

Title 8 of the California Code of Regulations (CalOSHA)

29CFR Occupational Safety & Health Administration (OSHA)

**ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION**

**SAFETY TRAINING NEEDS ANALYSIS**

*(Use black ink only)*

Name	Last	First	MI
Classification	Supervisor		Work #

Complete a Safety Training Needs Analysis on all new PCCD workers or workers who have assumed new job responsibilities. Assign additional training based on an assessment of the employee’s work location and job assignment. Mark applicable courses below with an “X” to adjust employee training requirements based on your evaluation.

Hazard Communication: Right to Understand (GHS) (Full Course)	City Driving	Lockout/Tag Out	
Emergency Action Plan	Hearing Conservation	Forklifts/Powered Industrial Trucks	
Fire Prevention Plan	First Aid	Eye & Face Protection (Full Course)	
Injury Illness and Prevention Program (IIPP) (Supervisor)	AED Training	Cranes & hoists	
Ergonomics & Repetitive Motion	Lead Awareness	Hand and Power Tool Safety Overview (Full Course)	
Personal Protective Equipment (PPE)	HAZWOPER Awareness	Fire Prevention & Suppression	
Injury Illness and Prevention Program (IIPP) (Employee)	HAZWOPER Operational	Scaffold Users	
Respiratory Protection	HAZWOPER HazMat Technician	Chemical Spills Overview (Full Course)	
Asbestos Class III	HAZWOPER Incident Commander	Elevating Work Platforms	
Asbestos Awareness IV	Bloodborne Pathogen Exposure Prevention (Full)	Aerial Devices	
Fuel Gas Cylinders	Integrated Pest Management (Full)	Confined Spaces (Full Course (California))	
Pesticide Safety	Fire Extinguisher Safety (Full)	Material Handling	
Changing & Charging Storage Batteries	Fire Brigades	Slips, Trips, & Falls (Full Course)	
Fall Protection	Heat Illness Prevention	Trenching and Excavation Safety (Full Course)	
Ladder Safety (Full Course)	Utility Cart Safety (Full Course)	Electrical Safety	
Office Ergonomics (Full Course)	Back Injury & Lifting (Full Course)	Road Rage	
Van Safety (Full)	Hazard Recognition (OSHA 10, OSHA 30)	Defensive Driving	

Performed By: \_\_\_\_\_  
 Signature

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Classification # \_\_\_\_\_

## ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

### PCCD EH&S TRAINING REQUIREMENTS

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Hazard Communication: Right to Understand (GHS) (Full Course)	Hazard Communication: Right: New Employee Training (L)	Provided by Keenan	Title 8 CCR.5194 29CFR1910.1200 Employees who work with or around hazardous substances, and who may be exposed to them under normal conditions or use, or in a reasonably foreseeable emergency.
Emergency Action Plan	Emergency Action Plan: New Employee EH&S Training (L)		Title 8 CCR 3220 29CFR1910.38 Employees who may take designated actions to ensure employee safety in emergencies, such as fires, at facilities that have a written plan .
Fire Prevention Plan	Fire Prevention Plan: New Employee Training (L)		Title 8 CCR 3221 29CFR1910.38 Employees who may be affected by fires and their related hazards, such as combustible materials, at facilities that have a written plan.
Injury Illness and Prevention	Injury Illness and Prevention Program (IIPP) (Supervisor) (L)	Provided by Keenan	Title 8 CCR 3203 Employees who work at sites with established written Injury & Illness Prevention Programs.
Injury Illness and Prevention Program	Injury Illness and Prevention Program (IIPP) (New Employees) (L)	Provided by Keenan	Title 8 CCR 3203 Employees who work at sites with established written Injury & Illness Prevention Programs.
Ergonomics & Repetitive Motion (RMI)	Ergonomics & Repetitive Motion (RMI) New Employee Training (L)	Provided by Keenan	Title 8 CCR 5110 Employees who perform in a work activity where a work related repetitive motion injury (RMI) has occurred to more than one employee at the same facility location in the last 12 months.
Personal Protective Equipment (PPE)	Personal Protective Equipment (PPE) New Employee Training (L)	Provided by Keenan	Title 8 CCR 3380 29CFR1910.132 Employees who use any type of personal protective equipment (PPE), such as head, eye, face, body, hand, and or foot protection.
Respiratory Protection	Initial respirator (L) Respiratory Retraining (Y) Medical Exam & Fit Test (Y)	WBT Provided by Keenan WBT Provided by Keenan	Title 8 CCR 5144 29CFR1910.134 Employees who use any respirator except for disposable dust masks worn in nuisance type situations.
Asbestos Class III	Class III Initial (L) Class III Retraining (Y)	Provided by Keenan	Title 8 CCR 1529 29CFR1926.1101 Employees who disturb ACM and/or who perform small scale (< 1 bag) of ACM during repair & maintenance operations.
Asbestos Awareness IV	Asbestos Awareness (Y)	Provided by Keenan	Title 8 CCR 1529 29CFR1926.1101 Employees who have incidental contact with ACM during maintenance activities, and/or perform minor cleanup of ACM dust & debris.

## ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

### PCCD EH&S TRAINING REQUIREMENTS CONTINUED

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Fuel Gas Cylinders	Storage & Use of (Fuel Gas Cylinders) (AR)	Provided by Keenan	Title 8 CCR 1740 29CFR1910/253 Employees who handle and use compressed fuel gas cylinders.
Pesticide Safety	Pesticide Safety (AR)	Provided by Keenan	Title 8 CCR Employees who handle and use pesticides.
Changing & Charging Storage Batteries	Storage Battery Safety (AR)	Provided by Keenan	Title 8 CCR 5185 Employees who are assigned to work with storage batteries in battery charging installations (campus carts equipped with batteries) & who may have to deal with battery acid spills.
Fall Protection	Fall Protection (AR)	Provided by Keenan	Title 8 CCR Employees who work in unguarded elevations > 6 feet above ground.
Ladder Safety (Full Course)	Ladder Safety (AR)	Provided by Keenan	Title 8 CCR Employees who use ladders on campus.
Back Injury and Lifting (Full Course)	Back Injury & Lifting New Employee Training (L)	Provided by Keenan	Title 8 CCR All employees
Office Ergonomics	Office Ergonomics (Full Course) New Employee Training (AR)	Provided by Keenan	Employees who spend more than 2 hours per shift using a computer workstation.
Van Safety	Van Safety (Full) (AR)	Provided by Keenan	Employees who drive PCCD vehicles.
Hazardous Chemicals in Laboratories	Chemical Spills Overview (Full Course) (AR)	Provided by Keenan	Title 8 CCR 5191 29CFR1910.1450 Employees who are engaged in the laboratory use of hazardous chemicals, and who fall under the requirements of a Chemical Hygiene Plan.
Confined Space	Confined Space Training (AR)	Provided by Keenan	Title 8 CCR.5157 29CFR1910.146 Employees who are involved with permit required & other confined space entry operations.
Hearing Conservation	Hearing Conservation Audiometric Exam (AR) (Y)	Provided by Keenan	Title 8 CCR.5098 29CFR1910.95 Employees who are exposed to workplace noise levels An 8 hour TWA of 85dBA, or a dose of 50% for longer work
First Aid	First Aid (AR)	Provided by Keenan (WBT) OR Provided by Project Heart Beat	Title 8 3400 29CFR1910.151 Employees who administer first aid in the absence of an infirmary, clinic or hospital in near proximity to the workplace.
AED Training	AED Training (AR)	Provided by Project Heart Beat	Title 8 3400 29CFR1910.151 Employees who administer first aid in the absence of an infirmary, clinic or hospital in near proximity to the workplace.
Lead Awareness	Lead Awareness (AR)	Provided by Keenan	Title 8 CCR 1532.1 29CFR1910.1025 Employees who are exposed to lead at or above the Action Level of 30 ug/m3 on any one day.
HAZWOPER Awareness	First Responder Awareness (FRA) New Employee Training (Y)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who witness or discover, and subsequently report, a hazardous material release.
HAZWOPER Operational	First responder Operational (FRO) (AR)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who witness or discover, and subsequently report, a hazardous material release.
Hazmat Tech	HAZWOPER HazMat Technician (AR)	CSTI Training	Title 8 CCR 5192 29CFR1910.120 Employees who respond to a hazardous material release by approaching the point of release (or hazard zone) in order to plug, patch or stop it (Offensive Measures).

## ENVIRONMENTAL, HEALTH & SAFETY TRAINING PROGRAM DESCRIPTION

### PCCD EH&S TRAINING REQUIREMENTS CONTINUED

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Incident Commander	HAZWOPER Incident Commander (AR)	Provided by Keenan	Title 8 CCR 5192 29CFR1910.120 Employees who are the highest ranking people on-campus, and who take control of the incident scene by coordinating & directing the spill/release response activities.
Blood borne Pathogen	Bloodborne Pathogen Exposure Prevention (Full) (AR)	Provided by Keenan Does not apply to one time first aid administered as part of a good Samaritan act.	Title 8 CCR 5193 29CFR1910.1030 Employees who may contact or be exposed to blood or other potentially infectious materials during their normal job duties.
Pest Management	Integrated Pest Management (Full)	Provided by Keenan	Title 8 CCR
Fire Extinguisher	Fire Extinguisher Safety (Full)	Provided by Keenan	Title 8 CCR 6151 29CFR1910.157 Employees who are expected to use portable fire extinguishers for incipient stage firefighting, or specific employees who have been designated to use portable fire extinguishers as part of a facility's emergency action plan.
Fire Brigades	Fire Brigades (AR)	Department Training Program (Only) assigned by EH&S	Title 8 CCR 3411 29CFR1910.156 Employees who are part of a fire brigade established by the employer.
Heat Illness Prevention	Heat Illness Prevention (AR)	Provided by Keenan	Title 8 CCR3395(b) & 8CCR3395(e)(1) All employees performing work that are at risk of occurrence of heat illness.
Utility Cart	Utility Cart Safety (Full Course) (L)	Provided by Keenan	All PCCD employees & students who operate utility carts on campus.
City Driving/Road Rage	Distracted Driver (Y)	Provided by Keenan	All PCCD employees who operate PCCD vehicles.
Hand and Power Tools	Hand and Power Tool Safety Overview (Full Course) (AR)	Provided by Keenan	Title 8 CCR 1685 29CFR1926.302 Employees who operate power actuated tools.
Lockout/Tag Out	Lockout/Tag Out (AR)	Provided by Keenan	Title 8 CCR.3314 29CFR1910.147 Employees who perform cleaning, repair, servicing, and adjusting of prime movers, machinery & equipment that is capable of movement or being energized during operations & maintenance activities.
Forklifts/Powered Industrial Trucks	Forklifts/Powered Industrial Trucks (AR)	Provided by Keenan	Title 8 CCR.3668 29CFR1910.178 Employees who operate or drive forklifts & other powered industrial trucks (order pickers).
Eye & Face Protection	Eye & Face Protection (Full Course) (AR)	Provided by Keenan	Title 8 CCR
Cranes & hoists	Cranes & hoists (AR)	Provided by Keenan	Title 8 CCR.5006 29CFR1926.550 Title 8 CCR.5006.1 29CFR1910.179 Employees who operate various types of cranes & hoists.
Fire Prevention & Suppression	Fire Prevention & Suppression (AR)	Provided by Keenan	Title 8 CCR.4848 Employees who perform hot work (welding & cutting) in areas that have been made fire safe, and employees who act as fire watchers.
Scaffold Users	Scaffold Users (AR)	Provided by Keenan	Employees who use scaffolding on campus.
Elevating Work Platforms	Elevating Work Platforms (AR)	Provided by Keenan	Title 8 CCR.3638 29CFR1910.269 Employees who use scissor lift work platforms for positioning personnel, tools & materials.
Aerial Devices	Aerial Devices (AR)	Provided by Keenan	Title 8 CCR.3638 29CFR1926.453 Employees who use scissor lift work platforms for positioning personnel, tools & materials.

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### PCCD EH&S TRAINING REQUIREMENTS CONTINUED

TRAINING TOPIC	TRAINING TITLE (CYCLE)	COMMENTS	REGULATION REFERENCE & AUDIENCE
Slips, Trips, & Falls	Slips, Trips, & Falls (Full Course) (L)	Provided by Keenan	All PCCD employees
Material Handling	Material Handling (L)	Provided by Keenan	All PCCD employees
Electrical Safety	Electrical Safety (AR)	Provided by Keenan	Title 8 CCR.3314 29CFR1910.147 Employees who perform cleaning, repair, servicing, and adjusting of prime movers, machinery & equipment that is capable of movement or being energized during operations & maintenance activities.
Trenching and Excavation	Trenching and Excavation Safety (Full Course)	Provided by Keenan	Title 8 CCR Employees who are involved with working in trenching & excavation areas.

**Note:** Cycle Indicators: **L** = Lifetime, **Y** = Yearly, **P** = Permanent Retraining Date, **C** = Calendar Year, **M** = Monthly, **AR** = As Required

**SUMMARY OF CHANGES**

Author: Derrick Johnson Phone: x3677 Location: R-6

Date of Revision	Description of Change/Comments	Reviewer(s)	Step, Section, Attachment or Page
December 13, 2013	Date procedure was completed	See Below	
February 19, 2015	Made a change to the description of how <b>Human Resource Services</b> supports EH&S trainings.	See Below	Page 2 – Responsibilities Section
March 05, 2015	Added Defensive Driving	See Below	Page 7 – Attachment 1

Document Reviewers:	Name:
Supervisor, Environmental Health & Safety	Derrick Johnson
<b>Approvers:</b>	
<b>Assistant Superintendent/Vice President of Finance &amp; Administrative Services Final Approval:</b>	Ron Perez